

**CONFIDENTIAL**

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

5 September 1973

1. Present were:

25X1A



2. Items of interest from DDO Staff Meetings - 29 August and 5 September

25X1A

a. A reminder that the DDO will share his official car and driver with Division and Staff Chiefs. Call [REDACTED] (secretary) to determine whether the car is available for official use, then call the Motor Pool Dispatcher, [REDACTED] regarding trip data.

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b. The DDO green line is usually open until 1830 hours and may be used by DDO officers who find that theirs has been locked up. The green line in the Watch Office is open 24 hours a day.

c. The DDO will soon send a book message to all field stations to assure employees that his appointment will not result in any radical changes. He asked Division and Staff Chiefs for suggestions as to how and what to say to Station Chiefs and employees.

d. The DDCI has planned an overseas TDY 14 September to 1 October. It is reported that he will visit Europe and may as well fly [REDACTED]

25X1A

e. Urgent Correspondence to the DCI or DDCI. Any correspondence which is intended for the DCI or DDCI on an urgent basis should have an "Immediate" tag. Priority tags are too commonplace to attract much attention. Also you should have the document hand-carried through all of the registries, including the Executive Registry, and given to the secretary of the addressee.

3. Other items of interest

a. From all reports, the Support Officers' cocktail party on 29 August to meet Mr. Brownman was a pleasant and useful affair. The DD/M&S welcomed the opportunity to meet most of the MG careerists in an informal atmosphere.

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b. Tickets for DDO employee visitor parking at Hqs have been issued for "O" lane West parking. As far as we are aware, each DDO component has sufficient tickets at this time.

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c. [REDACTED] will TDY Africa 13-29 September.

d. The Combined <sup>Charity</sup> ~~Charter~~ Campaign in the Washington, D.C. area will run from 25 September to 9 November. The Agency campaign will "kick off" in October.

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e. [REDACTED] costs for PCS travel will go up about 7% this fiscal year.

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f. [REDACTED] facilities are booked solid for the balance of this calendar year.

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g. The DD/M&S is planning a Support Officers Conference for WH Support Chiefs at [REDACTED] on 16-17 October 1973. He and the D/OC plan a TDY in Latin America following the conference.

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h. [REDACTED] D/F, advises that travel claims processed under travel orders which authorize deferred home leave will be suspended unless the travel voucher states that the deferral is for the convenience of the government. The reason for this is that often the travel under deferred home leave is more expensive than home leave travel in connection with a PCS move. If deferred home leave is for the convenience of the employee, he should be reimbursed on a comparative cost basis.

i. There are no immediate plans to realign DDO parking in spite of several staff reorganizations and some loss of personnel due to retirements. Over-all there does not appear to be any disproportionate losses in any one area. If there are individual problems regarding parking which cannot be resolved within a component, please bring them to our attention.

j. On Sunday, 9 September, there will be additional television coverage of the outside of the Hqs building to accommodate TV Channel 20.

25X1A

1. Retirement Seminar. The Office of Personnel will conduct a Retirement Seminar for four days, 30 October through 2 November. If you have employees who are thinking of retiring in the next six to eight months, they can enroll through your Personnel Officer.

m. Director's Speech. Mr. Colby will speak in the auditorium tomorrow. Tickets for the DDO components are being issued through [REDACTED]

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n. Space Requirements. We are distributing to you a copy of a memorandum which we received from the Director of Logistics. The only DDO space requirements which are now outstanding are listed in the attachment, and involve only the three newly created Staffs and the NE Division. Would each of you please confirm that you have no unlisted requirements. We should appreciate a confirmation by the phone by the close of business tomorrow.

o. Voluntary Influenza Immunizations. The Office of Medical Services will administer immunizations against influenza. They are without cost to the employee during the weeks of 24 September and 15 October. The program cannot be extended to dependents. Two different vaccines will be administered this year, one on the September and the other on the October dates. Both vaccines are suggested for optimal protection. A single injection of each vaccine will be sufficient. Please telephone the number of your employees wanting the immunizations to [REDACTED] by noon 11 September.

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p. Next week's Support Chiefs meeting will be Wednesday, 12 September at 3:30 instead of 3:00. We will plan again to meet in 1E78 for a follow-on half hour covering audio finds to be presented by the Office of Security.

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